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ABSTRACT

The materials selection policy of the public services division of the Maine State Library analyzes the statutory language under which the library operates, and incorporates the requirements of that language into a broader framework of demand, collection quality, and long term value. Collection development is discussed by Dewey class, followed by paragraphs on the Maine Author Collection, vertical files, maps, audiocassettes, periodicals, and state and federal documents. A gift policy is outlined, and the policy concludes with a statement on challenged materials, the texts of "Library Bill of Rights" (1980) and "Challenged Materials: An Interpretation of the Library Bill of Rights" (1981), and the Maine State Library form entitled "Citizen's Request for Reconsideration of a Book" (1982). (Author/THC)

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Selection Policy

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SELECTION POLICY

Maine State Library

Reader and Information Services Division

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1986

IR051504

Title: Selection Policy: Maine State Library, Reader and Information Services Division

Author: Donald Wismer, Division Director

Date: March, 1986

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Maine State Library — Reader and Information Services Division

Selection Policy

1986

Summary: Mandates and goals

The purchase of books and allied materials in the public services area of the Maine State Library supports these mandates and goals:

1) To serve as a library of last resort on the history, resources, and publications of Maine;

2) To serve as the major depository library for state government publications;

3) To serve as a research library for state government (except for legal and regulatory information, and except when an agency has its own library collection);

4) To supplement the library resources of the Central Maine Library District; and

5) To serve the subject needs of the approximately 300,000 Maine citizens not served by a local library.

Selection priorities

Priorities are determined primarily by statute, and secondarily by the above-stated goals. Relevant statutory language from 27 MRSA 2:

> **Library contents.** The State Librarian shall procure and keep in the State Library the following:
>
> A. Histories of this State, its counties and its towns;
>
> B. Histories of all countries;
>
> C. Family histories;
>
> D. Works on the arts and sciences, with special reference to agriculture, forestry, fishing, manufacturers, shipbuilding and road making;
>
> E. Maps, charts, plans, manuscripts and statistical and other publications relating to the financial, social, religious and educational condition of this State and then of the world as fast as the State furnished the necessary means;
>
> F. Full and complete sets of all the documents printed by the state; and
>
> G. Full and complete sets of the reports of the towns, cities and counties of this State.
>
> 2. **Exchanges.** For the purpose of carrying out this section, the State Librarian may conduct a system of exchanges with other libraries and institutions of learning.

Other relevant language (27 MRSA 110):

Area reference and resource center. "Area reference and resource center" means a large public, school or academic library designated by the Commissioner of Educational and Cultural Services and the State Librarian and receiving state aid for the purpose of making its resources and services available without charge to all residents of the district, of providing supplementary library services to local libraries within the district, of coordinating the services of all local libraries within the district which by contract become part of the library district.

In those categories in which selection is by State Library discretion, the following will govern acquisition:

A) Current and projected demand for the item;

B) The presence or absence of strong library collections in Maine on the particular subject;

C) The uniqueness of approach, or a subject point of view not already covered in the collection;

D) Quality as reflected in professional reviews of the item (if available);

E) Cost in the light of conflicting demands on the book budget; and

F) The long term value of the item to the collection.

Audience

Selection will concentrate on nonfiction, with a few exceptions noted below. Reading level will be junior high school or higher, but highly technical presentations will be restricted to items needed by state government.

Defined selection categories
Priority for fund expenditure will proceed as follows, with the earlier category entirely satisfied before proceeding to the later:

Comprehensive
Complete coverage, with all identifiable non-ephemeral resources acquired:

Subject	Justification
Maine:	
State histories	Statute (27 MRSA 2)
County histories	Statute (27 MRSA 2)
Town histories	Statute (27 MRSA 2)
Family histories	Statute (27 MRSA 2)
State documents	Statute (27 MRSA 2)
Town reports	Statute (27 MRSA 2)
City reports	Statute (27 MRSA 2)
County reports	Statute (27 MRSA 2)

Strong
Broad coverage which would satisfy most user needs: Funds remaining, after the statutory demands of the Comprehensive category are satisfied, are then devoted to the vaguer language in 27 MRSA 2: "D. Works on the arts and sciences, with special reference to agriculture, forestry, fishing, manufacturers, shipbuilding and road making; E. Maps, charts, plans, manuscripts and statistical and other publications relating to the financial, social, religious and educational condition of this State..." To clarify this vagueness, the mandates and goals in the Summary on page 1 of this policy are invoked. The presence outside of the State Library of local collections with particular subject strengths are recognized in determining "strong" or "basic" designations. The Strong category includes, following the statute:

Arts and Sciences	
Agriculture	Statute (27 MRSA 2)
Forestry	Statute (27 MRSA 2)
Fishing	Statute (27 MRSA 2)
Manufacturers	Statute (27 MRSA 2)
Shipbuilding	Statute (27 MRSA 2)
Road making	Statute (27 MRSA 2)

Maine
Maps, charts, planning documents, manuscripts, statistical and other publications on Maine's:

Financial condition	Statute (27 MRSA 2)
Social condition	Statute (27 MRSA 2)
Religious condition	Statute (27 MRSA 2)
Educational condition	Statute (27 MRSA 2)

Library Science Statute (27 MRSA 110 on ARRCs)

Basic
Standard works containing general information, answering day-to-day questions:
Funds still remaining are devoted to the statutory categories of lesser stress in 27 MRSA 2: "D. Works on the arts and sciences..." (apart from the more specific categories noted above); "E. Maps, charts, plans, manuscripts and statistical and other publications relating to the financial, social, religious and educational condition ... of the world as fast as the State furnishes the necessary means." Again, in clarification of this vagueness the mandates and goals in the Summary on page 1 are invoked, as is the State Librarian's right of exchange. Categories specifically mentioned in the Statutes are noted immediately below:

The Arts and Sciences Statute (27 MRSA 2)

The World
Maps, charts, planning documents, manuscripts, statistical and other publications on the world's:

Financial condition	Statute (27 MRSA 2)
Social condition	Statute (27 MRSA 2)
Religious condition	Statute (27 MRSA 2)
Educational condition	Statute (27 MRSA 2)

Countries of the world: Statute (27 MRSA 2)
(Note: at least one up-to-date history of every modern country.)

Minimal
Categories not included within our specific mandate, but useful for responding to demand.

Reader and Information Services Collection Development -- by Dewey Class

000-099 General Works

1. **Bibliographies** — Basic
   For identifying the existence of written material on a specific subject.

2. **Indexes** — Basic
   For locating material within publications, such as periodical articles. The need to acquire and extensive collection of printed indexes has lessened in recent years because of online database access.

3. **Encyclopedias** — Strong
   Because they cover all areas of our mandate, a strong collection is appropriate.

4. **Library Science** — Strong
   Stress must be laid on publications appropriate to our outreach activities as an Area Reference and Resource Center, through which we serve primarily public and school libraries. Selection from the vast proliferation of publications in specialized library areas such as academic librarianship, medical librarianship, special librarianship, and archives would fall into the Basic selection category.

100-199 Philosophy and Related Disciplines

1. **Philosophy** — Basic

2. **Psychology**
   Practical psychology and social problems — Strong
   Self-help — Strong
   Theoretical psychology — Basic
   History of psychology — Basic
   Areas of concern to the government and people of Maine -- child care, aging, drug abuse, alcoholism, etc. -- will be emphasized. Self-help is required by our mandate to serve nearly 300,000 rural residents as a library of first resort.

200-299 Religion

1. History of Maine churches and sects — Strong
2. General religion — Basic

Fundamental scriptures, popularized doctrinal explanations, and general sectarian histories will be selected. Sectarian publications on issues of current national debate will be allowed as funds permit. Proselytizing literature will not be accepted for public distribution.

300-399 **Social Sciences**

1. **Statistical methods** — **Basic**

2. **Politics and government** — **Strong**

3. **Practical economics** — **Strong**
With emphasis on investment and personal money management, and on issues of current national debate (for example, the balanced federal budget);
Theoretical economics — **Basic**

4. **Law** — **Minimal**
The Law and Legislative Reference Library provides a comprehensive collection; the State Library purchases high-interest titles for the lay person.

5. **Public administration** — **Strong**

6. **Welfare and institutions** — **Basic**
This area is served partially by the Human Services Library and others.

7. **Education** — **Strong**
With emphasis on publications of practical interest to teachers and administrators.

8. **Commerce** — **Basic**

9. **Customs and folklore** — **Basic**

10. **Sociology** — **Basic**
With an emphasis on popular presentations.

400-499 Language

1.	Linguistics and nonverbal languages	Basic
2.	English	
	Dictionaries	Basic
	Grammar and usage	Basic
	English as a second language	Basic
3.	Foreign languages	
	Dictionaries	Basic
	Grammar and usage	Minimal
	(except French, which is	Basic

500-599 Pure Science

1.	Mathematics, Astronomy, Physics, Chemistry, Earth Sciences, Paleontology, Anthropology, Botanical Sciences, Zoological Sciences	Basic
2.	Maine geology Technical areas are served by the Maine Geological Survey Library.	Basic
3.	Maine biological sciences Popular works on species found in Maine, including field guides. Technical presentations on marine and estuarine species are found in the Department of Marine Resources Library.	Strong

600-699 Technology (Applied Science)

1.	General: Dictionaries, Histories, etc.	Basic
2.	Medical sciences Emphasis on popularized presentations on health and common ailments. Technical medical literature is well covered by hospital libraries in the Augusta area. Public health questions are additionally covered by the Human Services Library.	Basic

3. **Engineering** Basic
Extensively covered by area libraries, especially as it relates to Maine.
Military and naval engineering: Maine Maritime Academy.
Civil engineering: Dept of Transportation Library.
Highways and roads: Dept of Transportation Library.
Environmental engineering, wastewater treatment, etc.: Dept of Environmental Protection Library.
History and descriptions of Maine mines, railroads, roads, shipyards, etc.: Strong

4. **Agriculture**
Farming Basic
Orchards, small fruit, garden crops, livestock, domestic animals Strong
Forestry
Woodlot management Basic
History of Maine forestry Strong
Technical aspects Minimal
Served by the Fogler Library in Orono and the Dept of Conservation Library.

5. **Domestic Arts**
Restaurant management Basic
Cookery Basic
Household furnishings Basic
Clothing Basic
Body care and grooming Basic
Housekeeping Basic
Child rearing and home nursing Basic

6. **Business**
Office services and management Strong
Writing and shorthand Basic
Printing Basic
Accounting Strong
Management Strong
Home businesses Strong
Resume writing Strong
Career planning and job hunting Strong
All based on a balance between availability of local resources, obligations to state government, and to rural residents.

7.	Chemical technology	Basic
8.	Manufacturing	Basic
	Popular presentations on lumber, pulp and paper, leather and fur, textiles, and other industries represented in Maine	Strong
9.	Building construction, including construction practices, materials (especially wood-based), roofing, plumbing, heating, finishing, outbuildings, especially those oriented to the do-it-yourselfer:	Strong
700-799	The Arts	
1.	General	Basic
	The Arts in Maine	Strong
2.	Landscaping	Basic
	With emphasis on the home.	
3.	Architecture	Basic
4.	Sculpture, painting, etc.	Basic
5.	Crafts -- How-To	Strong
6.	Graphic arts, printing	Basic
7.	Photography	
	Photographers, Collections	Basic
	How-to	Basic
8.	Music	Basic
	Musical instruments	Basic
	Supported by the Bagaduce Music Lending Library.	
9.	Recreation	
	Theater	Basic
	Theater in Maine	Strong
	Games	Basic
	Athletics	Basic
	Sports in Maine	Strong
	Fishing, hunting, shooting	Strong
10.	Antiques, collectibles	Basic

800-899 Literature

1.	Maine literature	Comprehensive
2.	Quotations	Basic
3.	Criticism and biography of major authors	Basic
4.	Foreign language literature	Minimal
5.	Classics (in English) according to demand.	Basic

900-999 Geography, History, and Travel

1.	Maine geography, history, travel	Comprehensive
2.	General geography	Basic
3.	Biography	Basic
4.	Genealogy	Strong
	Maine genealogy except for items held by State Archives.	Comprehensive
5.	History	Basic
	Minimum: at least one for every country.	
	U.S. History	Strong
	Maine history	Comprehensive
6.	Travel	Basic

Special Collections

The Maine Author Collection
Located in the Maine Room is a collection of books by Maine authors or about Maine, including both juvenile and adult books. A Maine author is defined as one who was born in Maine, one who has become a Maine resident, one who has been a regular part-time resident. Also included is any book about Maine regardless of the author's residency. Many of these books are also represented in the circulating collection, following the above selection guidelines in the **strong** category.

The Maine Vertical File
Contains pamphlets, clippings from newspapers or magazines, and other types of ephemeral materials for answering Maine ready reference questions.

Maps
A small collection is maintained. As many maps of Maine as possible, historical and recent, are included. Topographical maps are housed in the Federal Documents collection. An extensive map collection can also be found in the State Archives.

General Vertical File
Contains pamphlets, clippings, and other ephemera for answering ready reference questions.

Audio Cassette Collection
Specifically tailored to complement the role of state government administrators, this collection focuses on self-improvement and managerial needs.

Periodicals
Serials in general are selected according to this policy. An effort is made to maintain current subscriptions to all Maine newspapers except for those whose content is entirely or almost entirely advertising.

Books-by-Mail, Films, Videotapes, Talking Books
These are the province of the Library Development Division of the Maine State Library at this writing, and are not addressed here, except to point out that Books-by-Mail serves the fiction and popular nonfiction needs of Maine's 300,000 juvenile and adult residents not served by a local public library.

Federal Documents
The Maine State Library is a selective depository for publications of the U.S. Government, acquiring about 28% of available items.

Law-related items are passed on to the Law and Legislative Reference Library. Documens acquired on depository remain the property of the federal government. Additional single copies of federal publications are purchased when needed. The closest full depository collection is at the Fogler Library, University of Maine at Orono.

Maine State Documents
The State Library's collection is comprehensive. All departments, bureaus, etc. are required by law to deposit a certain number of copies of each of their publications with the State Library, which keeps some and sends the rest to state depository libraries in Maine and to certain exchange libraries nationwide.

Gifts
Gifts are always appreciated by any library, but can only be accepted with the integrity of the collection in mind. Acceptance of gifts is made with the understanding that there are no limiting conditions or restrictions regarding their disposition; ownership is held exclusively by the Maine State Library. Only in extremely rare instances would the State Library consider acquiring a collection that would be maintained intact. Acceptance or rejection of gifts is based on the same criteria as purchased material, following the above selection guidelines of this policy. The State Library cannot offer collection appraisals, nor estimate the value of a gift once accepted.

Challenged Materials
Should a citizen object to the State Library owning a particular item, the Library will be governed by the guidelines established in the American Library Association's "Resolution on Challenged Materials" (attached), an interpretation of the "Library Bill of Rights" (attached). The challenger will be offered the opportunity of filling out a "Citizen's Request for Reconsideration of a Book" (attached). The Request will then be reviewed by the full Reference staff, and recommendation forwarded to the State Librarian, who will issue a written decision to the challenger.

by Donald Wismer
Division Director
Reader and Information Services
Maine State Library
April, 1986

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

CHALLENGED MATERIALS
An Interpretation of the Library Bill of Rights

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the Library Bill of Rights, and which is approved by the appropriate governing authority.

Challenged materials which meet the materials selection policy of the library should not be removed under any legal or extralegal pressure. The Library Bill of Rights states in article 1 that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in article 2, that "Materials should not be prescribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United State, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extralegal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981, by the ALA Council.

CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK

Author_____ Hardcover_____ Paperback_____

Title of Book_____

Publisher (if known)_____

Request initiated by_____

Telephone Number_____ Address_____

City_____ Zone_____

Complainant represents

_____ himself_____

_____ (Name of Organization)_____

_____ (Identify other group)_____

1. To what in the book do you object? Please be specific: cite page:

   _____

   _____

   _____

2. What do you feel might be the result of reading this book?

   _____

   _____

3. Is there anything good about this book?_____
   Be specific_____

4. For what age group would you recommend this book?_____

5. Did you read the entire book?_____
   What parts did you read if you did not read the entire book?_____

   _____

6. Are you aware of the judgement of the book by literary critics?_____

   _____

7. What do you believe is the theme of this book?_____

   _____

8. What would you like the library to do about this book?_____

   _____ withdraw it from the library.

   _____ send it back to Book Selection for re-evaluation.

   _____ other.

9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

   _____

   _____

Signature of complainant_____

Maine State Library May 1, 1982